



Permit #F00030609-B

FilmL.A., Inc.
1201 W. 5th Street, Suite T-800
Los Angeles, CA 90017
t: (213)977-8600 - f: (213)977-8601
www.filmla.com

Summary Information

Permit No: F00030609-B

Type of Permit: FILMING

Release Date: 08/18/2010

Production Company NBC UNIVERSAL & THEIR
SUBSIDIARIES

Insured Company NBC UNIVERSAL & THEIR
Name SUBSIDIARIES

Contact Phone No. 1 000-000-0000

Contact Phone No. 2

Fax

Address 330 BOB HOPE DR
BURBANK, California 91523

Production Title THE OFFICE

Type of Production TV Sitcom

Producer Randy Corday

Director Paul Lieberstein

1st AD Kelly Cantley

Production Manager Steve Burgess

FilmL.A. Coordinator Yulizza Ramirez

Location Manager Kyle Alexander

Primary Phone Office - 818-786-6666

Secondary Phone Office - 818-786-8278

Location Assistant na na

Primary Phone Office - 000-000-0000

Secondary Phone

Fees

Total Permit Fee \$0.00

Number of Locations 1



FilmL.A., Inc.
1201 W. 5th Street, Suite T-800
Los Angeles, CA 90017
t: (213)977-8600 - f: (213)977-8601
www.filmla.com

Summary Information**Location****Location 1 of 1****Page 1 of 1**

Permit Number	F00030609-B	Location Manager	Kyle Alexander
Production Company	NBC UNIVERSAL & THEIR SUBSIDIA...	Primary Phone	Office - 818-786-6666
Insured Company	NBC UNIVERSAL & THEIR SUBSIDIA...	Secondary Phone	Office - 818-786-8278
Production Title	THE OFFICE		

Location Address 4632 Ledge Ave, North Hollywood, CA, 91602**Location Type** Private Residence**Film Dates** 8/19/2010 - 8/19/2010 06:00 - 22:00**Open or Closed to the Public** Closed

Generic Conditions Community Survey Obtained
Must comply with attached conditions
Must Maintain 5' Clearance on Sidewalks/Walkways
No Cast and Crew parking on areas streets.

Please see attached documents North Hollywood Roller Rink.pdf
Toluca Lake July 2009.pdf

Equipment on Location	Type	Quantity	Personnel on Location	Type	Quantity
	5 or 10 ton trucks	3		Cast	6
	Cast/Crew vehicles	65		Crew	75
	Cube Trucks	5		Off-Duty/Retired LAPD Officer(s)	2
	Generator	1			
	Honey Wagons	2			
	Motor Homes	2			
	Picture vehicles	1			
	Semi Trucks	2			
	Vans	3			

Filming Activities Drive by; Drive ups & away; Driving shots; Equipment on property; Equipment on sidewalk, in curb lane & across street; Exterior Dialogue; Exterior establishing shots; Exterior MOS; Interior and exterior dialogue; Intermittent pedestrian control; Intermittent traffic control - 2 minutes standard;

Jurisdiction **Political:** Los Angeles City - Council District 04 **Police:** Los Angeles Police Department **Fire:** Los Angeles City

Thomas Guide **Page:** 563**Grid:** B4

Coordinator Note -BASE CAMP AND CREW PARKING STARTING ON 8/18 TO 8/19.
-ONE RAPG MONITOR REQUIRED FROM 1700-2359 HRS.
-ONE RAPG MONITOR REQUIRED ON 8/19 FROM 2359-2200 HRS.

Coordinator Note RIDER B CHANGES START TIME TO 0600 HRS, NO RIDER FEE DUE.

Parking **Base Camp**
Location Type : LA City Parking lot
Street : North Hollywood Park

Crew Parking
Location Type : LA City Parking lot
Street : North Hollywood Park



Film Production Guidelines

Welcome to the City of Los Angeles, Department of Recreation and Parks (Department). In our partnership to protect the environmental integrity of our parks the Park Film Office is providing guidelines to ensure a safe and successful film shoot. Please review and provide copies of these guidelines to the appropriate responsible persons. Thank you for the continuous use of our parkland.

- Vehicles and/or heavy equipment are not allowed on turf areas unless prior approval is given by the Park Film Office.
- Production companies must provide their own restroom and trash receptacles. The City dumpsters and trash cans cannot be used so all self-generated trash has to be removed and disposed of off-site.
- Film permits do not provide exclusive use of a park or recreation area.
- Service roads, parking lot driveway access, handicap or electric vehicle designated parking stalls may not be blocked or restricted. Emergency vehicle access lanes must be maintained in parking lots and park streets at all times.
- Due to underground plastic irrigation lines and trees having shallow root systems, staking or drilling into turf, rocks, trees or asphalted areas is not permissible unless prior approval is given by the Park Film Office. This approval will be noted in the permitted guidelines.
- Locked park gates can only be accessed by a Park Film Office Monitor. Security of open gates must be provided by the permitted company. Any equipment that is permitted to stay overnight must be guarded by the permitted company's security group.
- Alterations to natural or manmade surroundings or content of the park are not permissible unless documented in these specific guidelines. The permit holder is financially responsible for all remediation should there be any damage or unauthorized alteration to Department property. The remediation and cost of will be determined by the Park Film Office.

- A Park Film Office Monitor(s) may be assigned to the permitted location. Their job is to ensure guidelines are followed, liaison between park patrons, other City employees and a communication link between Permittee and the Park Film Office for any additional needs or authorizations. When the Park Film Office is closed the Park Film Monitor has the authority and responsibility to modify these guidelines within the parameters given to them by their supervisor. The Park Film Monitor has access 24/7 to contact their supervisors if needed. The Permittee will be required to adhere to the instructions, restrictions and requests given by the Park Film Monitor.
- Smoking is prohibited on all Department properties. An exception has been made for permitted film production companies to smoke in areas that are designated by the Fire Safety Officer or Park Film Monitor. If a Fire Safety Officer or Park Film Monitor is not assigned to the Permittee there will be no smoking with the exception of an actor smoking while performing or as part of the scene.
- A designated smoking area may not be near any patron activity or facility. Large buckets of sand or water must be placed in this area for disposal of tobacco or tobacco related products. The designated smoking area may be revoked or not allowed depending on weather and location conditions. Failure to comply with the smoking restrictions may result in a fine.
- OK to film at Woodbridge Park.
- OK to film at the playground at Woodbridge.
- Co. does not have exclusive use of playground at any time.
- OK to do 2 minute pedestrian control while cameras are rolling only.
- Co. may not film any children without prior written consent from their parent/guardian.
- OK to crew park and basecamp at the North Hollywood Overflow lot off of Chandler Blvd and the lot off of Magnolia.
- The overflow lot entrance is off of Chandler and is the lot closest to the 170 freeway.
- May not park in lot at Rec. Center closest to Tujunga.
- Company must provide own security to allow for ins and outs for their crew.
- Co. must maintain emergency access in the parking lots at all times.

F-30609

NBC UNIVERSAL – THE OFFICE

(NORTH HOLLYWOOD SKATE PARK AND OVERFLOW LOT)

NOT A
T
M
PERMIT

SPECIAL FILMING CONDITIONS TOLUCA LAKE COMMUNITY

The Special Filming Conditions described below will be included in the terms and conditions of permits issued for filming in this area and are in addition to the standard terms and conditions applicable to filming permits generally. While these Special Filming Conditions will be included as terms if a permit for filming in this area is issued, they are not intended to, and do not, establish the criteria or standards for determining whether or not a particular permit (or permits) will be issued for this area. The decision whether or not a particular permit (or permits) will be issued is vested in the discretion of the appropriate City or County department or their designees (including FilmL.A., Inc.), to be exercised consistent with public health, safety and general welfare, and applicable land-use ordinances.

These Special Filming Conditions apply to the area bounded by: Cahuenga Boulevard., Camarillo Street, the Burbank city boundary and the Los Angeles River. **Affected residents must be notified at least two (2) days in advance of the first day of filming or the first day of any substantial set preparation.** *Permit requests must be submitted at least three (3) days in advance.*

- **At least three signs measuring no less than 2-feet by 3-feet must be posted in public view whenever the company is working in the community.** The signs must have the names of the production company, the production title, the person to contact should something need to be resolved. The signs must also have a production company phone number.
- **Cast and crew must be bused or shuttled to all Toluca Lake residential filming locations.** Only vehicles authorized by the film permit may be parked on the street where filming is to take place. Personal cars are not to be parked on residential streets in the Toluca Lake area.
- **Production vehicle parking will be limited to one side of the street at all times.**
- **Vehicle and/or pedestrian traffic can be halted for periods up to 90 seconds under the authority of FilmL.A.** Longer periods require the concurrence of FilmL.A.
- **Copies of these Special Conditions must be distributed by the production company to every off-duty/retired police officer authorized to work location filming assignments before or at the time of arrival at the location.**
- Production companies must attach copies of these Special Conditions to their call sheets when working in Toluca Lake.